

GUIDELINES FOR SUBMITTING R&D STATUS REPORTS TO THE LHCC

1. All approved projects are expected to periodically present a Status Report to an experimental sub-committee of the LHCC. Their initial approval is for one year only.

Submission of a Status Report to the relevant sub-committee is an essential step to enable the LHCC to consider recommending a continuation of the project - with all the implications on CERN resources (money, beams, computer time, etc.), for a further period.

2. The Status Report should be in the form of a written document, not more than **30** pages long, to be submitted within the published deadlines (14 working days before the sub-committee meetings).

Please contact the LHCC Secretariat for a reference number. **150** copies are required.

3. The Status Report should outline the progress of the project with respect to the original milestones; describe the new objectives proposed for the next year; indicate the resources requested (global and CERN); update the composition of the collaboration, etc.

It is essential that the referee assigned to the project should be kept fully informed of its developments.

4. The Status Reports will be presented in Open Sessions.

Thank you in advance for your co-operation.

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